

Building a chauffeur partner network for subcontracting chauffeur jobs.

Use a familiar job. Mark what you have checked, note the gaps and agree the next step with your team.

1. Decide what work you will subcontract.

- ☐ List the reasons you would pass a job to a partner.
- ☐ Mark clients who must approve any subcontractor.
- ☐ Decide which jobs always stay in-house.

2. Choose and check partners before you need them.

- ☐ Hold current licence and insurance documents for each partner.
- ☐ Record base, vehicle classes and coverage hours.
- ☐ Trial each new partner on a simple job first.

3. Share what the job needs and nothing more.

- ☐ Send the minimum detail while a job is only an offer.
- ☐ Release passenger contact only after confirmation.
- ☐ Never show partners your client price or margin.

4. Run offers so everyone knows who has the job.

- ☐ Set a reply deadline on every offer.
- ☐ Treat no answer as no, and chase early.
- ☐ Tell losing partners when you award a job.

5. Know your margin before you accept the job.

- ☐ Get the partner price before you confirm the client quote.
- ☐ Record partner cost apart from the client price.
- ☐ Agree extras such as waiting and parking in advance.

6. Stay accountable for the job and pay on time.

- ☐ Get driver, phone and vehicle before the day.
- ☐ Review partner performance after each job.
- ☐ Agree payment terms and keep to them.

Our next step / owner / date

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